

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR BUDGET ANALYST

LOCATION: BURBANK, CA

JOB REQUISITION: 2865

OVERVIEW

The Senior Budget Analyst will be a part of the Collections Unit in the Southern Regional Office of the Administrative Office of the Courts (AOC). Under the direct supervision of the Manager of the unit, the Senior Budget Analyst will be responsible for coordinating collection activities, analysis, and planning, and providing lead direction to assigned staff.

RESPONSIBILITIES

- Analyze and review collection -related legislation and revenue reports; draft necessary issue reports;
- Confer with staff of executive and legislative branch agencies on collection matters;
- Make policy recommendations on financial and budgetary matters in the area of collection;
- Review State Controller's Office documentation and reconcile to judicial branch data;
- Perform ongoing budgetary control of appropriations;
- Review, analyze, and draft responses to collection reports submitted by the courts and/or counties;
- Perform cost-benefits analyses; prepares mid-year and annual year-end closing projections on collection revenue;
- Meet with managerial and executive staff to discuss specific needs and negotiate changes or adjustments in revenue and collections;
- Coordinate the financial administration of collection grants;
- Organize and assign work to staff, set priorities, and follow up to ensure coordination and completion of assigned work; and
- Manage the Collections Unit in the Manager's absence.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in business or public administration or finance, and three years of professional analytical experience in budget development, analysis, and planning, including one year of lead experience for those positions identified as lead.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

One year performing duties equivalent to an Associate Budget Analyst in the executive or legislative branches of the California state government.

OR

One Year as a Budget Analyst or Accountant with the judicial branch.

Desirable Qualifications:

- Experience and understanding of the revenue and/ or collection process;
- Demonstrated experience with compiling collections and/or revenue data;
- Demonstrated experience summarizing data, analyzing trends, and creating reports;
- Ability to work well with various levels of organization leadership/management;
- Ability to adapt to rapidly changing needs and shifting priorities;
- Experience with collection cost recovery is highly desirable;
- Experience with public sector revenue and reimbursement for cities and/or counties highly desirable; and
- California court collection experience highly desirable.

HOW TO APPLY

This position requires submission of an official application and response to the supplemental questionnaire. Stand-alone resumes will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at **www.courtinfo.ca.gov/careers** . Click on "View postings and apply for jobs", and search for job requisition 2865. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

Or download a printed copy under the "Special Access and Application Help" section on the Careers page of our website.

PAY & BENEFITS

Salary Range: \$5,885 to \$7,151 per month
(Starting salary may vary between \$5,885 to \$6,474 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
for
SENIOR BUDGET ANALYST
Job Req #002865**

Your answers to this supplemental questionnaire must be submitted with your application in order for your application to be reviewed. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions. As a part of the online application, you will have the opportunity to submit your answers to these questions.

1. Briefly describe the scope and extent of your revenue or collection experience as it relates to your current position and/or the position where the majority of your experience lies. Please indicate the amount of revenue collected, size of the overall organization and collection of revenue unit, the collection process with which you are most familiar, and your specific duties.

2. Describe your knowledge of the collection practices and procedures of the State of California or other public sector units or agencies. Please include any experience with creating or enhancing collection programs, collecting revenue data and designing and conducting training and implementing fiscal programs.

3. Describe your experience providing lead direction, training, and work review of others on an assigned team or project. Please include your job title, size of the team and the scope of your responsibilities.